MANUAL FOR EXTERNAL USERS

<div align="center">**OVERVIEW**</div>

The VDOT Materials Certification Program is undergoing some major changes in the way students will enroll and access schools as well as the manner in which recertifications will be handled. These guidelines are intended for non-VDOT participants in the VDOT Materials Certification Schools (MCS). They provide information on how to register and use the VDOT University/Virtual Campus (VC) to enroll in the MCS as well as to access training records and resources.

SECTION I   REGISTERING, ENROLLING AND ONLINE PAYMENT

Two different scenarios for registering into VDOTU/VC and enrolling and paying for a class will be discussed. The first will consider the case of an individual who has no current VDOT Materials Certifications and has never registered in the VC. The second scenario will look at an individual who currently holds at least one valid VDOT Materials Certification but has never used the VC.

Registering a New Account
The first step for an individual who holds no current VDOT Materials Certifications is to register or establish an account in the VC. Log onto the VC using a computer with internet access. The address or URL for the VC is https://virtualcampus.vdot.virginia.gov/external . When this address is used, the first screen seen is:

1. Select the ***REGISTER*** option.
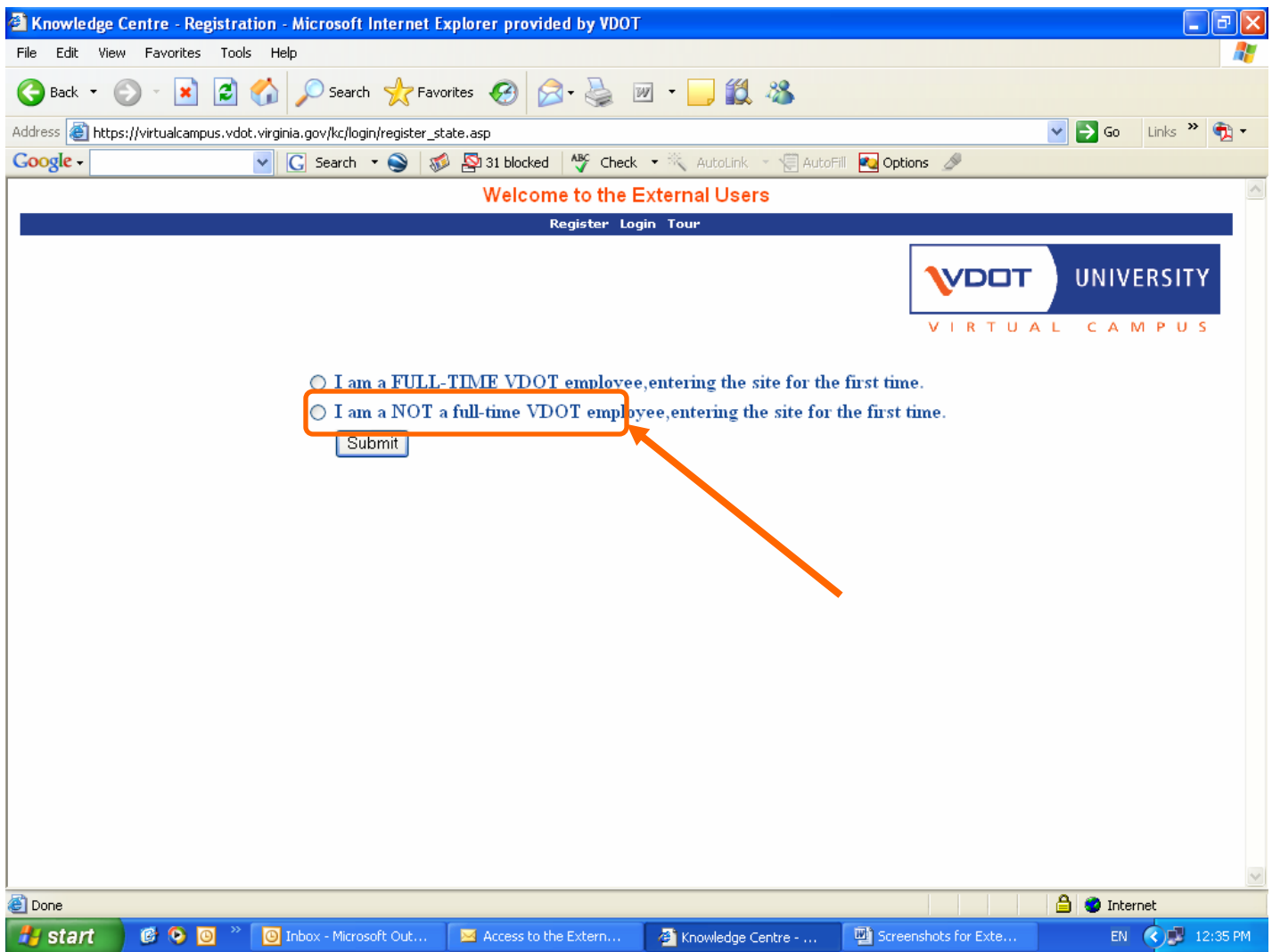
2. Select the second button.

File   Edit   View   Favorites   Tools   Help

Back | Search   Favorites

Address   https://virtualcampus.vdot.virginia.gov/kc/login/register.asp?strState=N

Google | Search | 31 blocked   Check   AutoLink   AutoFill   Options

Welcome to the External Users

Register   Login   Tour

REGISTER
Establish Login & Password

VDOT UNIVERSITY

VIRTUAL   CAMPUS

To begin registration, type a Login ID and Password. You will enter these each time you access the site. Your Login ID should be at least 4 characters. Your password must be a minimum of 6 characters. Your password must be a combination of 3 of the following 4: uppercase letters, lowercase letters, numbers (0-9), and/or special characters({}[]!@#$%^&*:;+). Then click **Submit** to continue your registration.

Login ID:
Password:
Confirm Password:

Submit

Done   Internet

start | Inbox - Microsoft Out...   Access to the Extern...   Knowledge Centre - ...   Screenshots for Exte...   EN   12:35 PM

3. Now you are asked to establish a Login ID and password to be used each time the site is accessed. Pay attention to the parameters that your Login ID and password must meet. If the parameters are not met the system will not accept the Login ID or password.
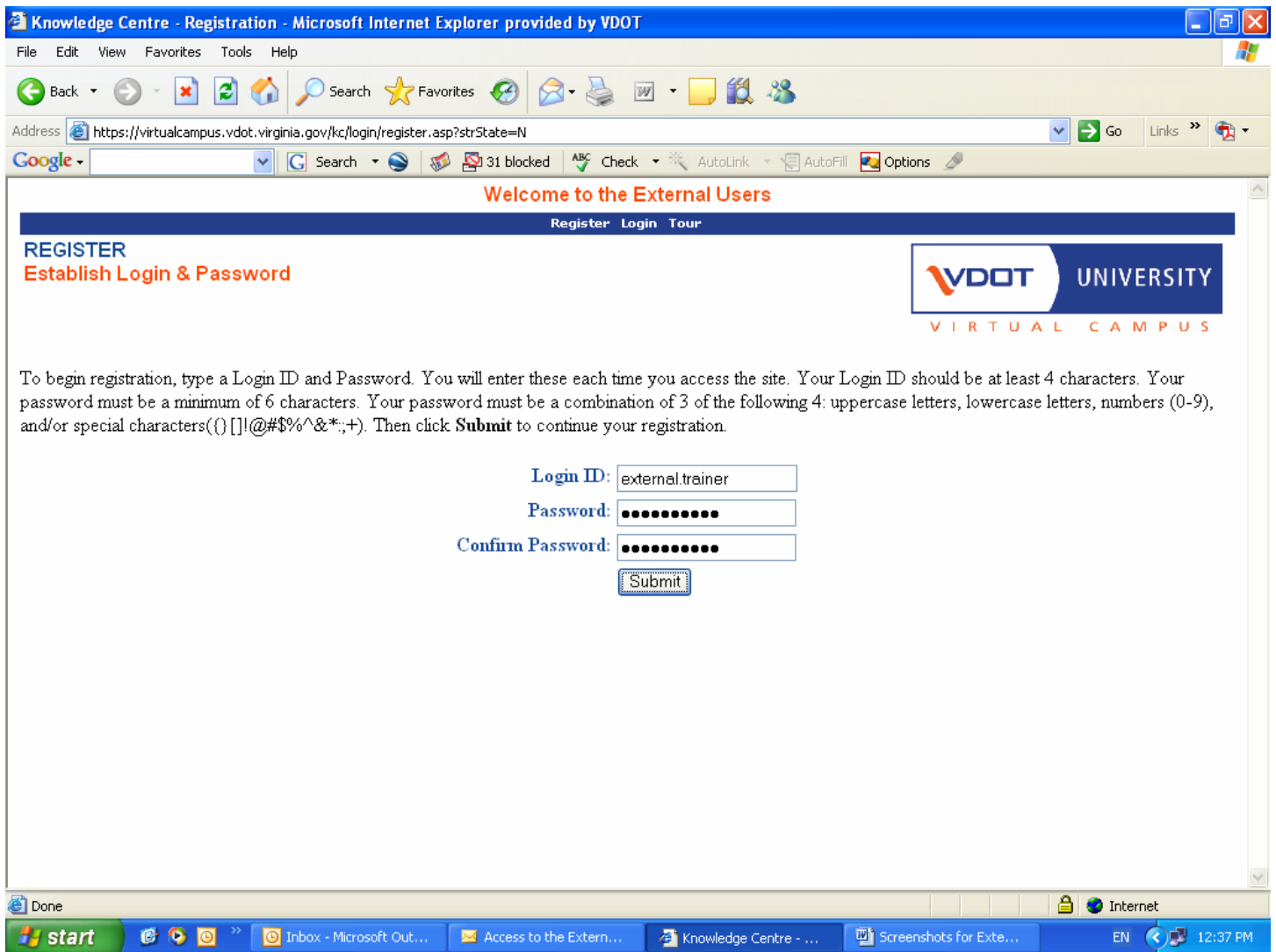
4. For this example your Login ID is *external.trainer* and your password is *Trainer123*. The Login ID is not case sensitive but the password is case sensitive. Input your choices and hit the *SUBMIT* button.
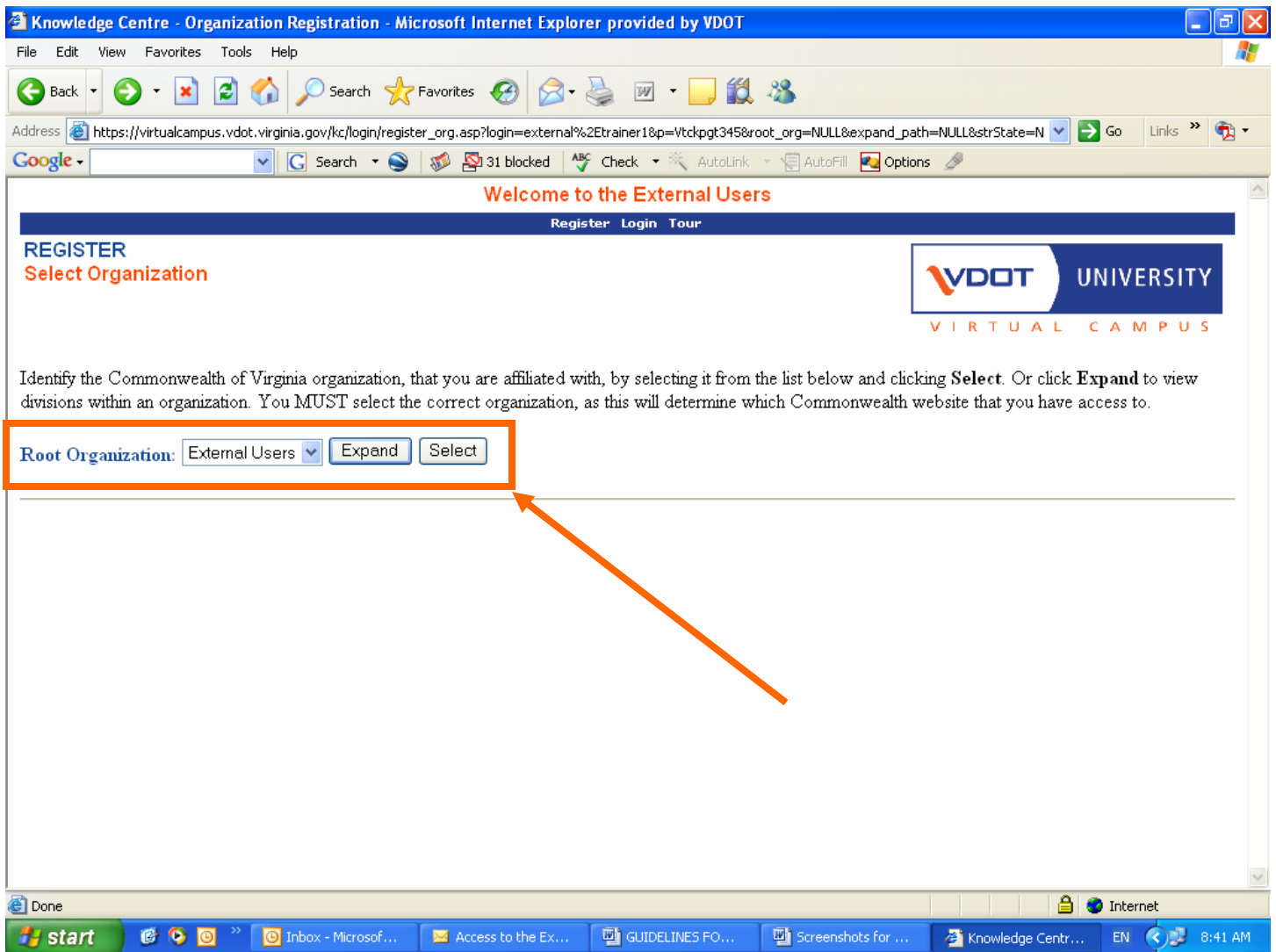
5. Now the VC wants you to associate yourself with an organization. Start at the drop down menu adjacent to *Root Organization*, select *External User* and hit the *Expand* button.
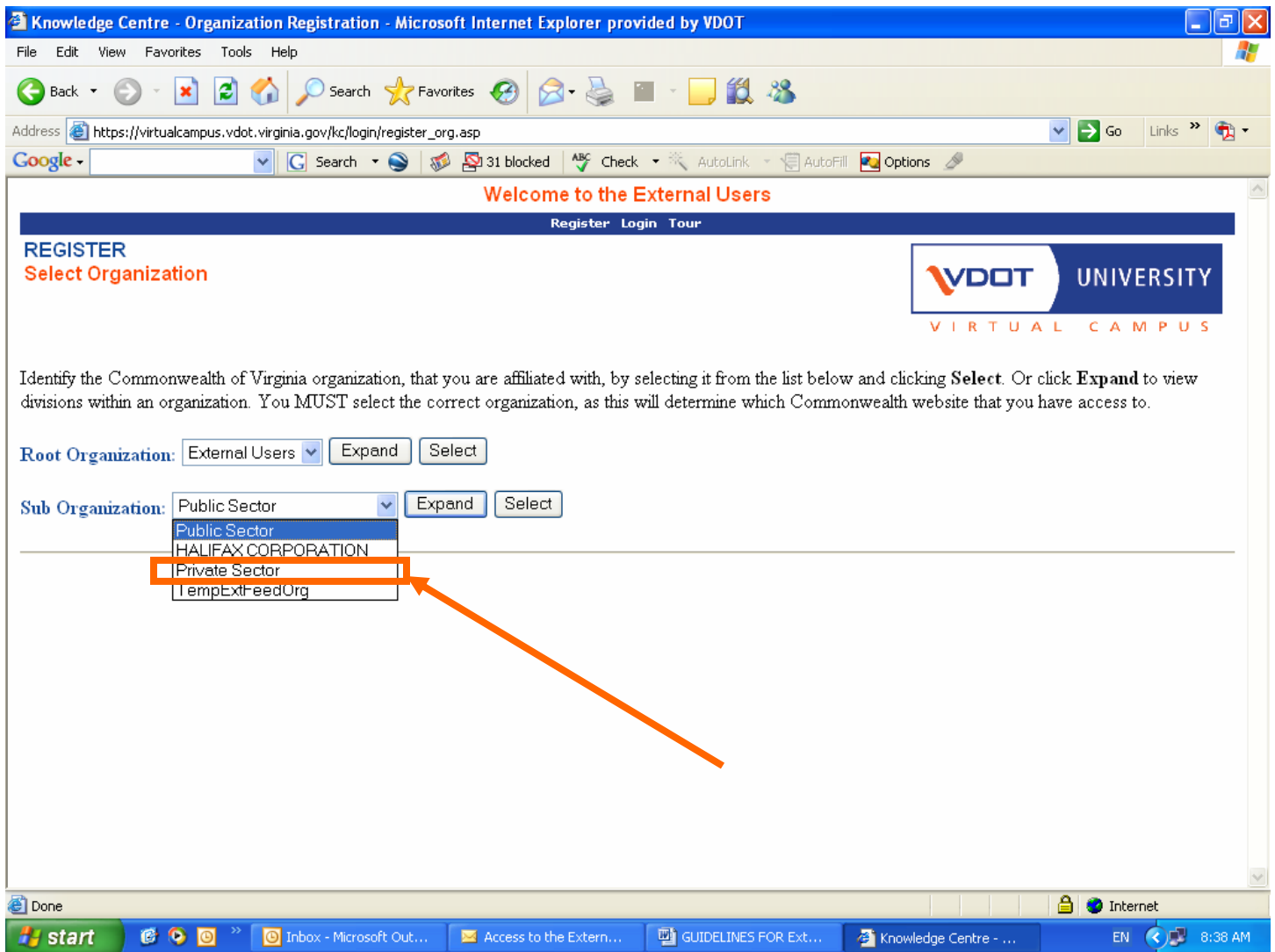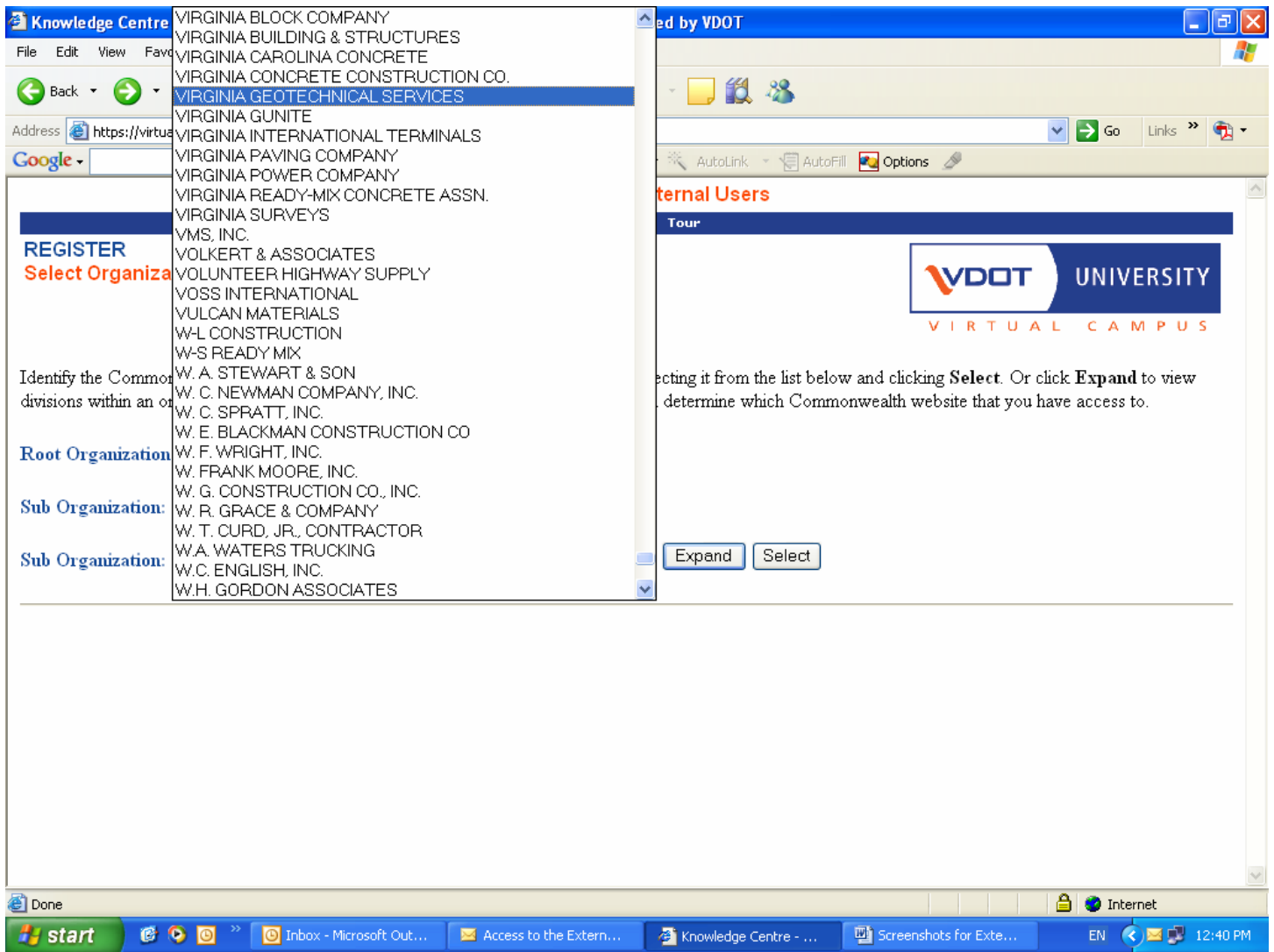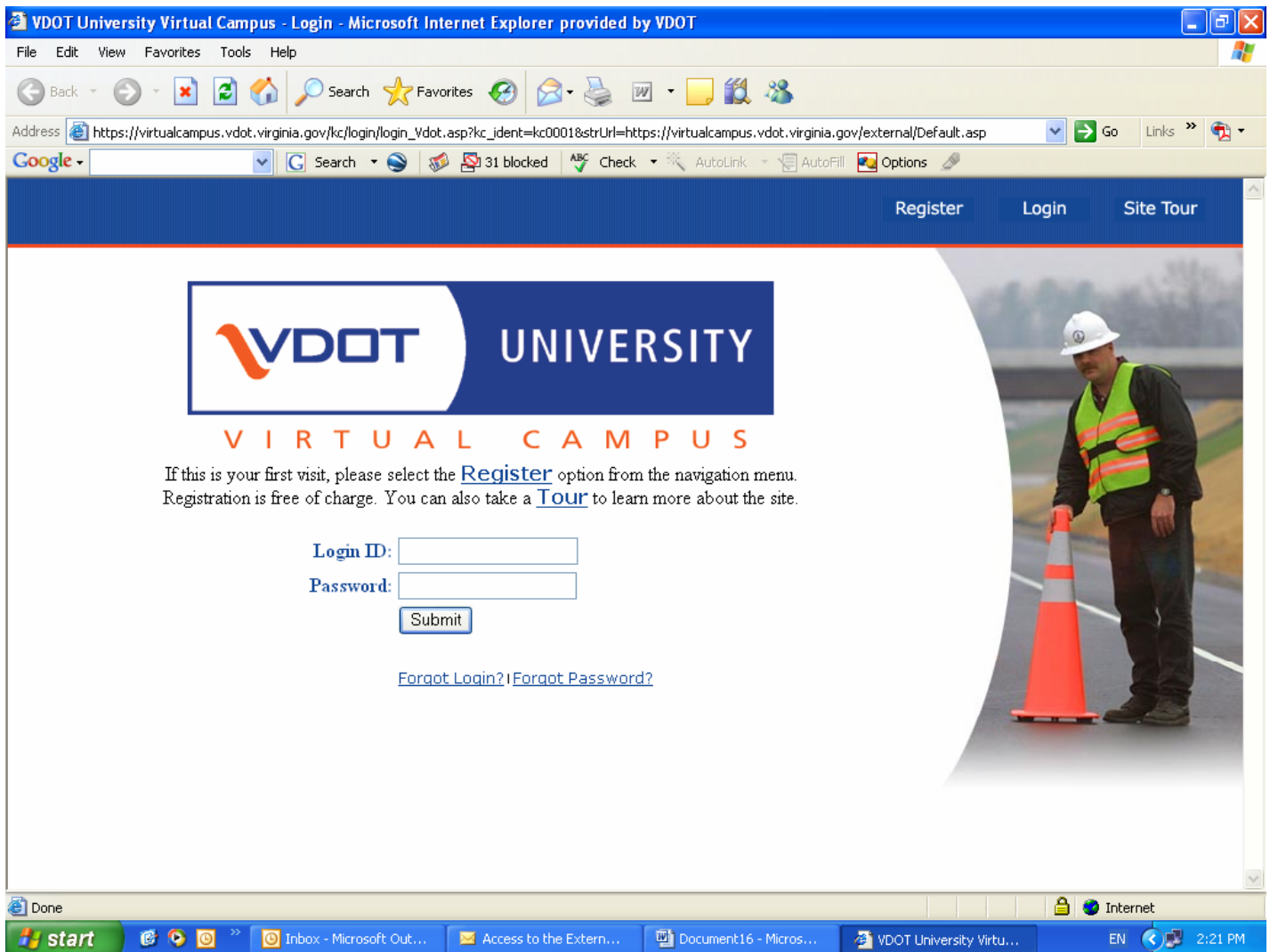
6. From the next drop down menu beside *Sub Organization* select *Private Sector* for this example, hit the *Expand* button. If you are employed by another public agency such as a city, town or county you would select *Public Sector*.
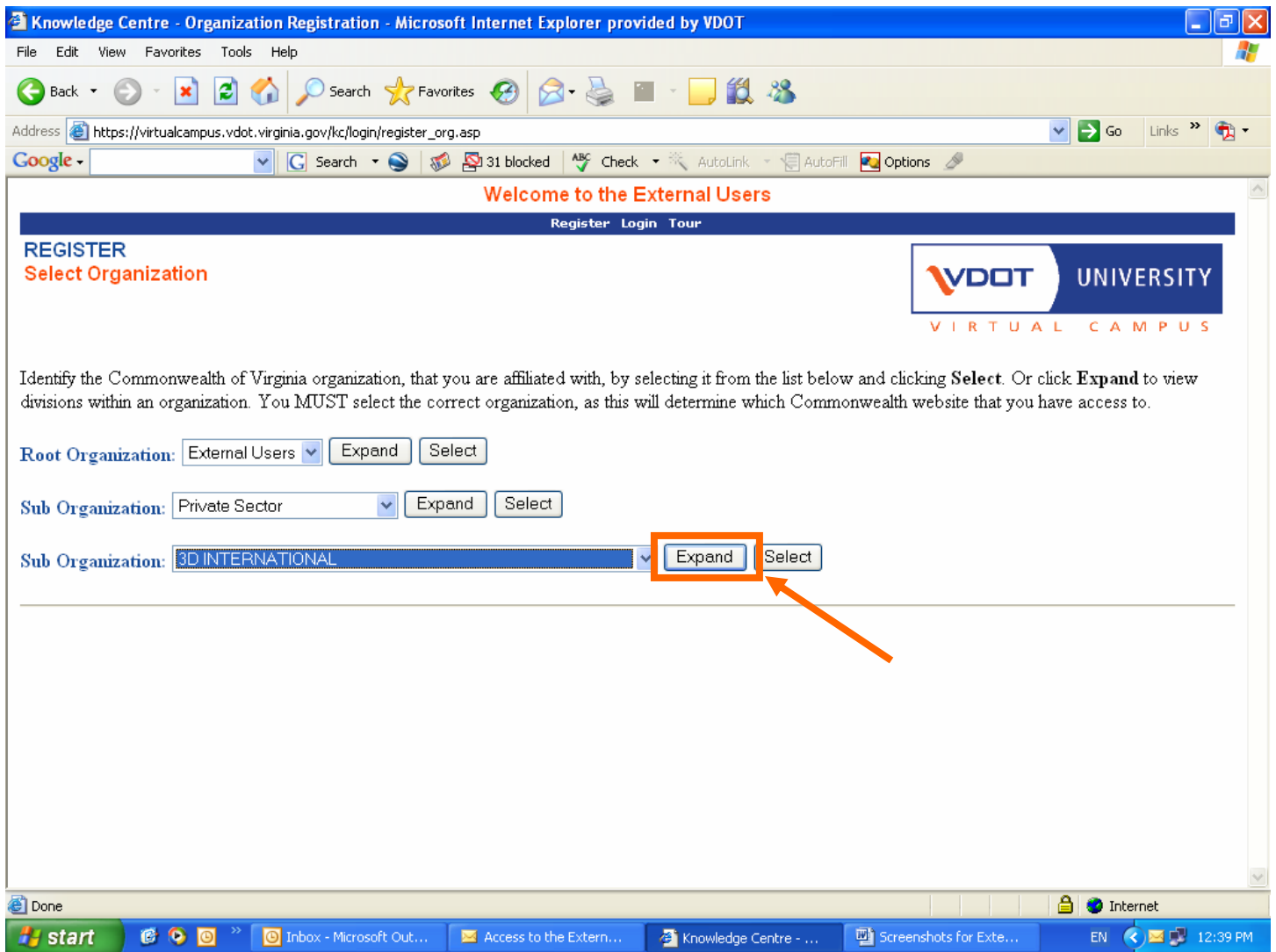
7. The next drop down menu contains all of the private sector companies in the VC. Hit the expand button to view the full list.

8. From this drop down select the company you work for. If the company you work for is not on this list please contact your VDOT District Materials Certification School coordinator.

9. For this example we will select *Virginia Geotechnical Services* and hit the *Select* button.

10. Now you are asked to fill out your *User Profile*. The *User Profile* contains your personal contact information; the boxes with an asterisk beside them are required fields and must be filled in. You must give an email address. This can be the individual's email, the supervisor's email or a company email. If no email is available, you must enter a false email to satisfy the system. In this case use **MaterialsCertification@vdot.virginia.gov** . Please supply as much of the other information as possible since this will allow us to contact you in the event there is a problem with your email.
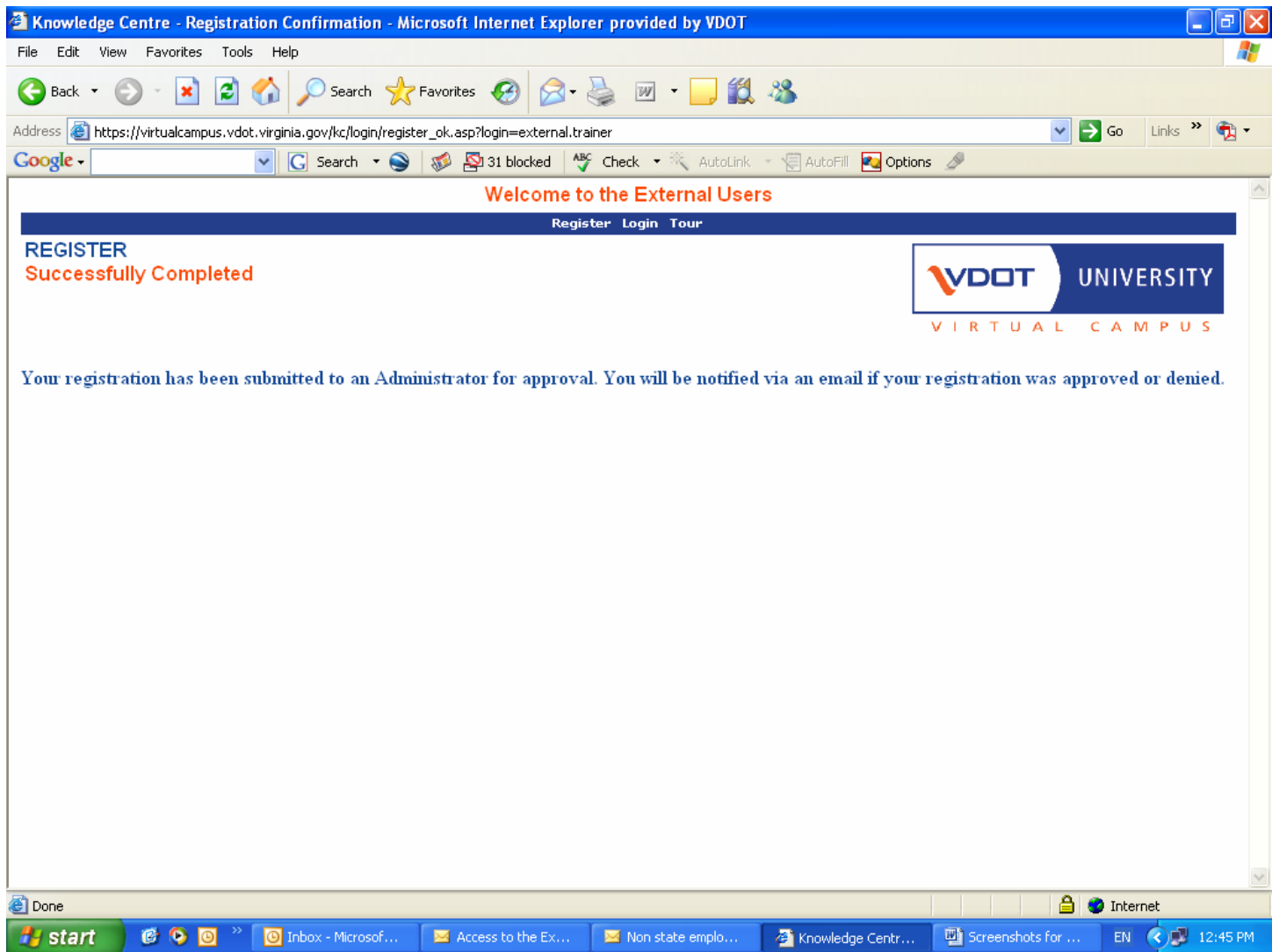
11. Once you submit your User Profile, this screen will appear. Your request for an account must be approved by a system administrator and you will receive an email confirming or denying your access to the system. If you are denied access you will receive a second email with details on why your access was denied and what you will need to do to gain access.

Accessing an Existing Account

This scenario looks at an individual who holds at least one current VDOT Materials Certification. The first step is to log onto the VC using a computer with internet access. The address or URL for the VC is https://virtualcampus.vdot.virginia.gov/external . When this address is used, the first screen seen is:

12. If you currently hold a valid VDOT Materials Certification, an account has already been set up for you in the VC. For most people your *Login ID* will be your first name dot your last name and the last four digits of your SS # (ex: Joe.Smith9876). Your *Password* will be your last name, first letter capitalized, then the last four digits of your SS # (ex: Smith9876).

    If this does not work it means that we did not have your SS#. In that case your *Login ID* will be your first name dot your last name and your *Password* will be your last name, first letter capitalized.

    If you still cannot access your account please call your District Materials Office. DO NOT CREATE A NEW ACCOUNT AS THIS WILL MEAN YOU WILL HAVE TWO ACCOUNTS IN THE SYSTEM.

Enrolling in Classes

13. Once you receive confirmation of your registration, go back to the *Log In* page and log in using the *User ID* and *Password* you set up in the VC. We are going to use a test account **mcsext2** for this example.

14. This is always the first screen you will see when logging into the VC, it is called *My VU*. *My VU* gives access to the rest of the VC. Let's discuss two of the most common tools in the VC. The blue indicator shows the button used to access your individual transcript which contains all of your VDOT Training Records. The orange indicator points out the *Learning Center* button that we will use to sign up for classes. Let's look at the *Learning Center* in more detail.
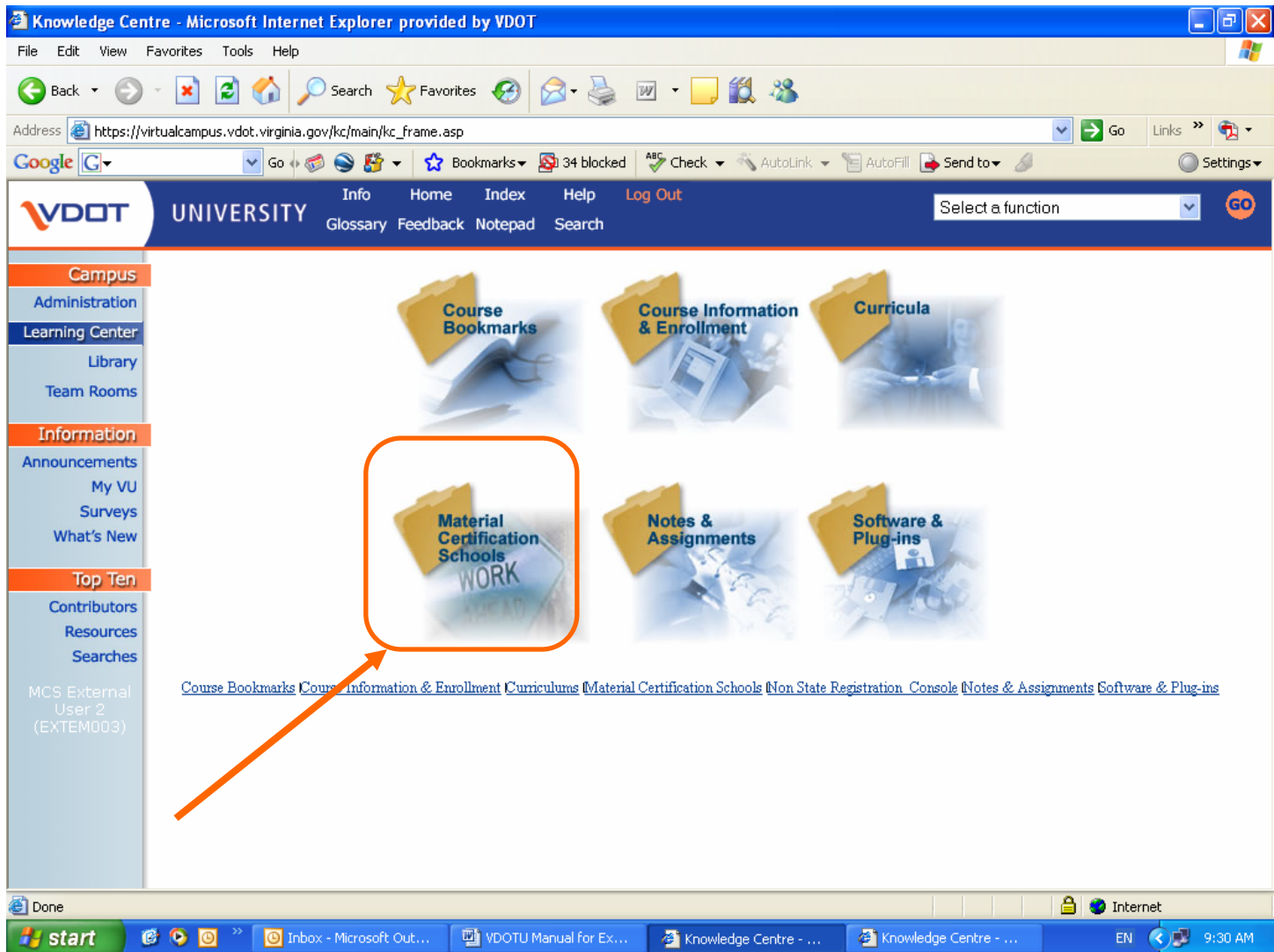
15. The indicated icon is used to access the Materials Certification School's information. Double click the icon.
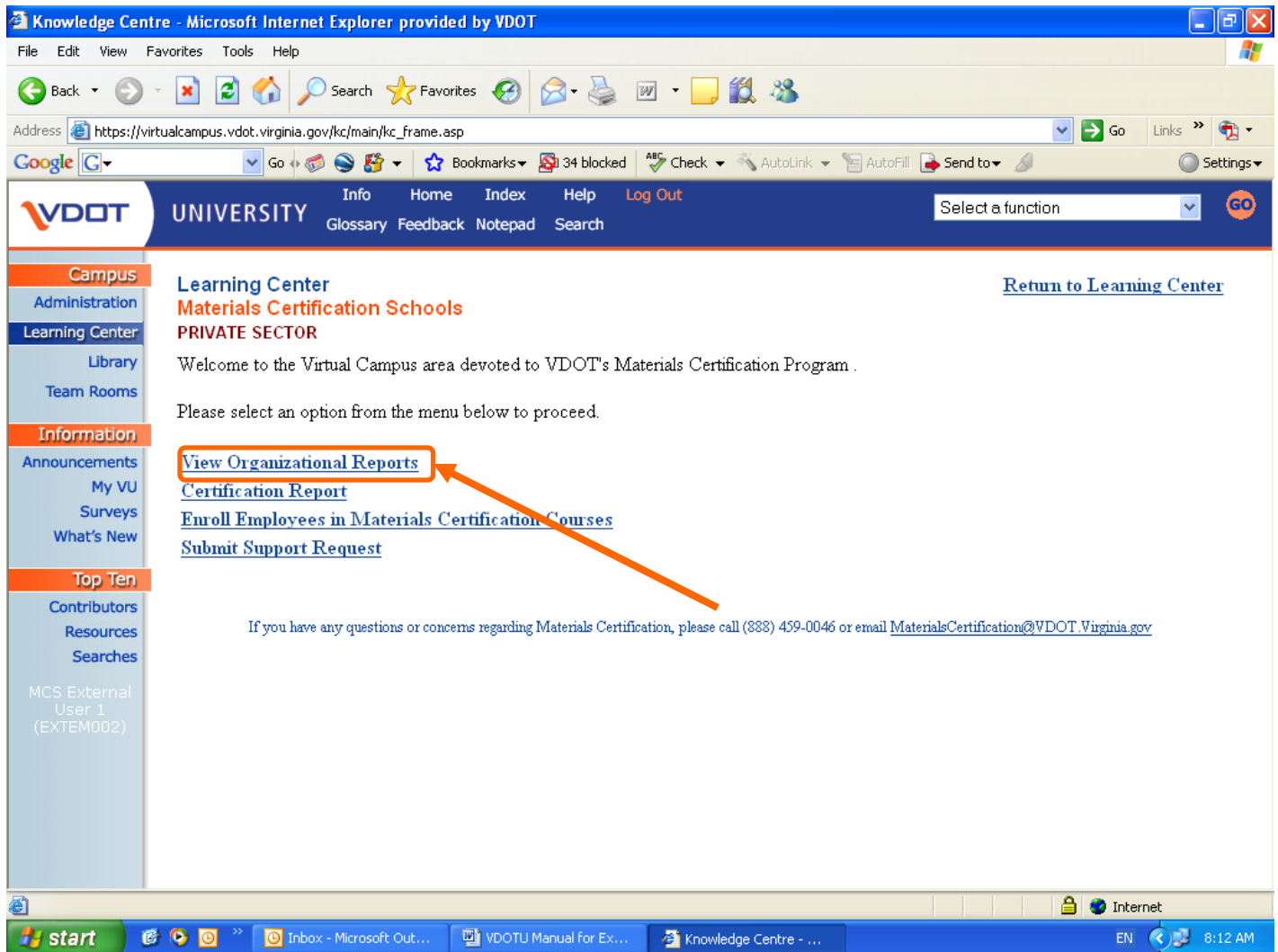
16. The *Materials Certification Schools* screen offers several tools. First let's look at the *View Organizational Reports* option.

17. This screen will show all of the employees of your organization that have an account in the VC. With the appropriate permissions (Organizational Manager) you are able to view each employee's transcript by clicking on the individual's name. Please contact your Division Materials Office for information on setting up Organizational Managers. For this example the test account was assigned to the Private Sector, so the screen is showing all 4837 private sector accounts.

18. Now let's look at the *Certification Report* tool.

19. Choosing one of the schools from this group will list all of the employees in your organization that holds that Certification.
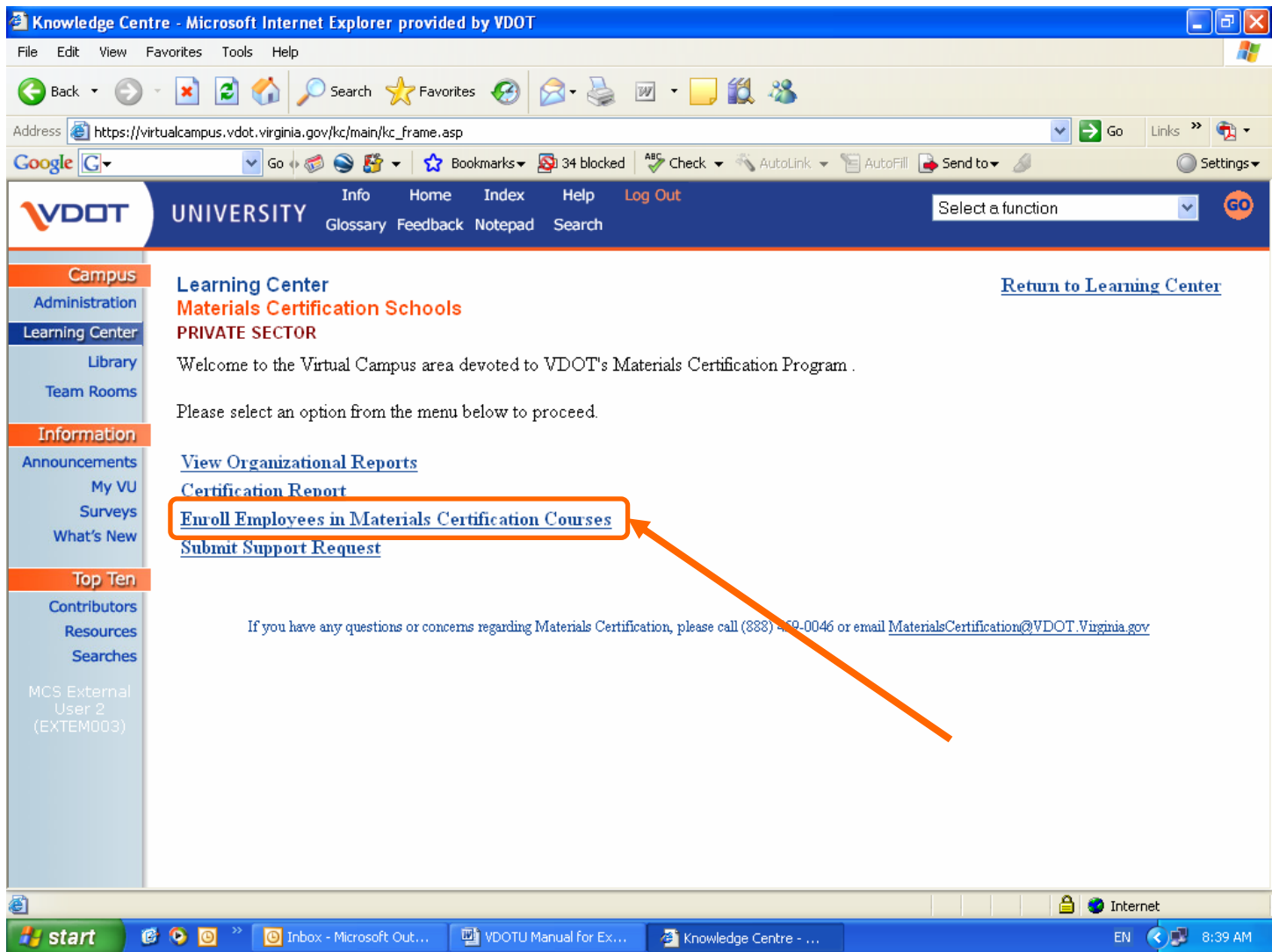
20. Now let's look at the *Enroll in Materials Certification Courses* tool. This is the tool you will use to enroll in one of the Materials Certification Schools.

21. Select the school you want to enroll in from the list. We will choose *Asphalt Concrete Field Certification* for our example.
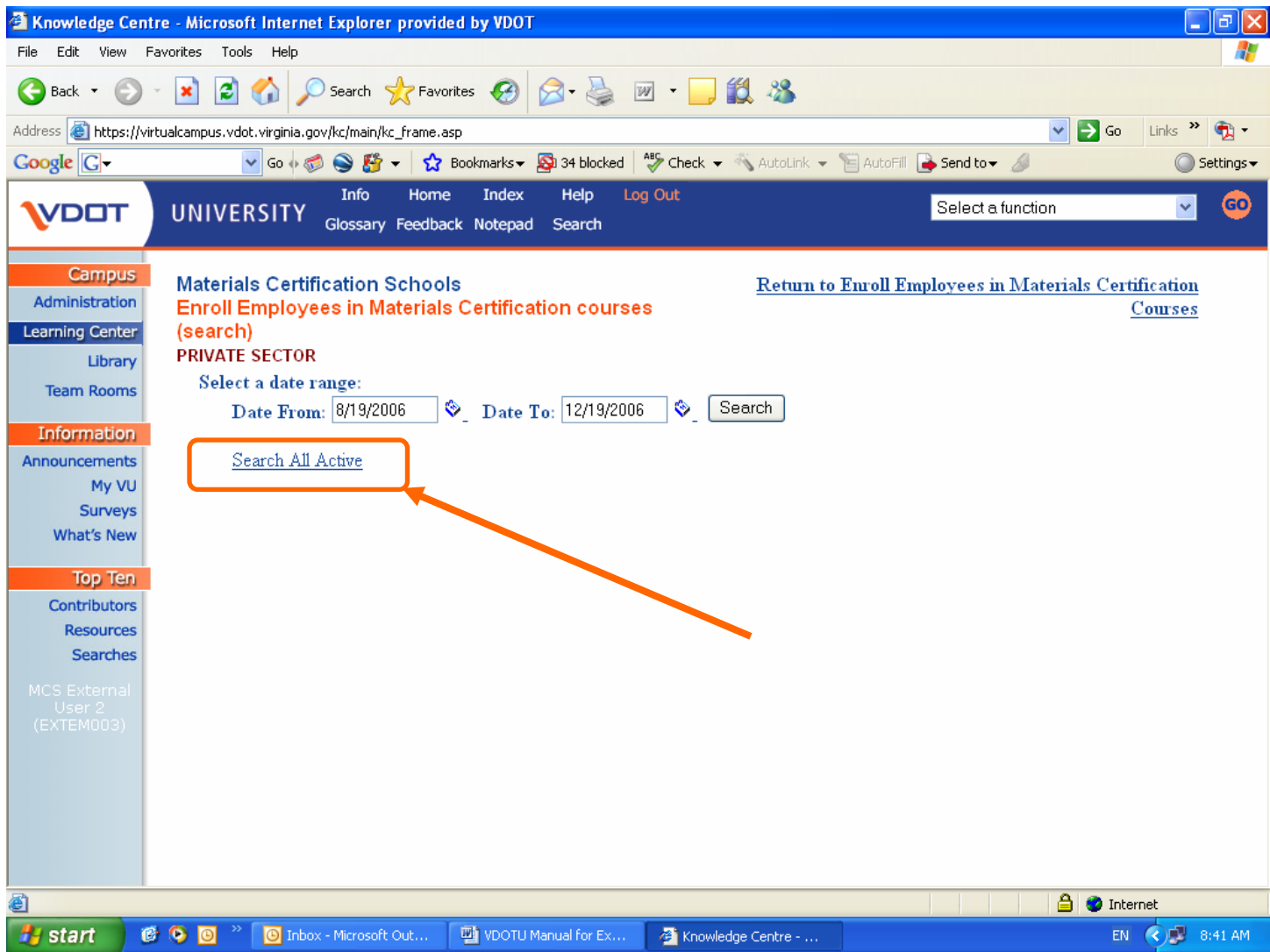
22. Click on *Search All Active* to bring up the available sections.

23. Find the section you want to enroll in from the list. We will select Section 22 for this example. Click the *Enroll Employees in this Section* button.

24. Double check the location, date, and time of the Section to make sure you are choosing the right one; then scroll down until you see all of the employees in your organization.
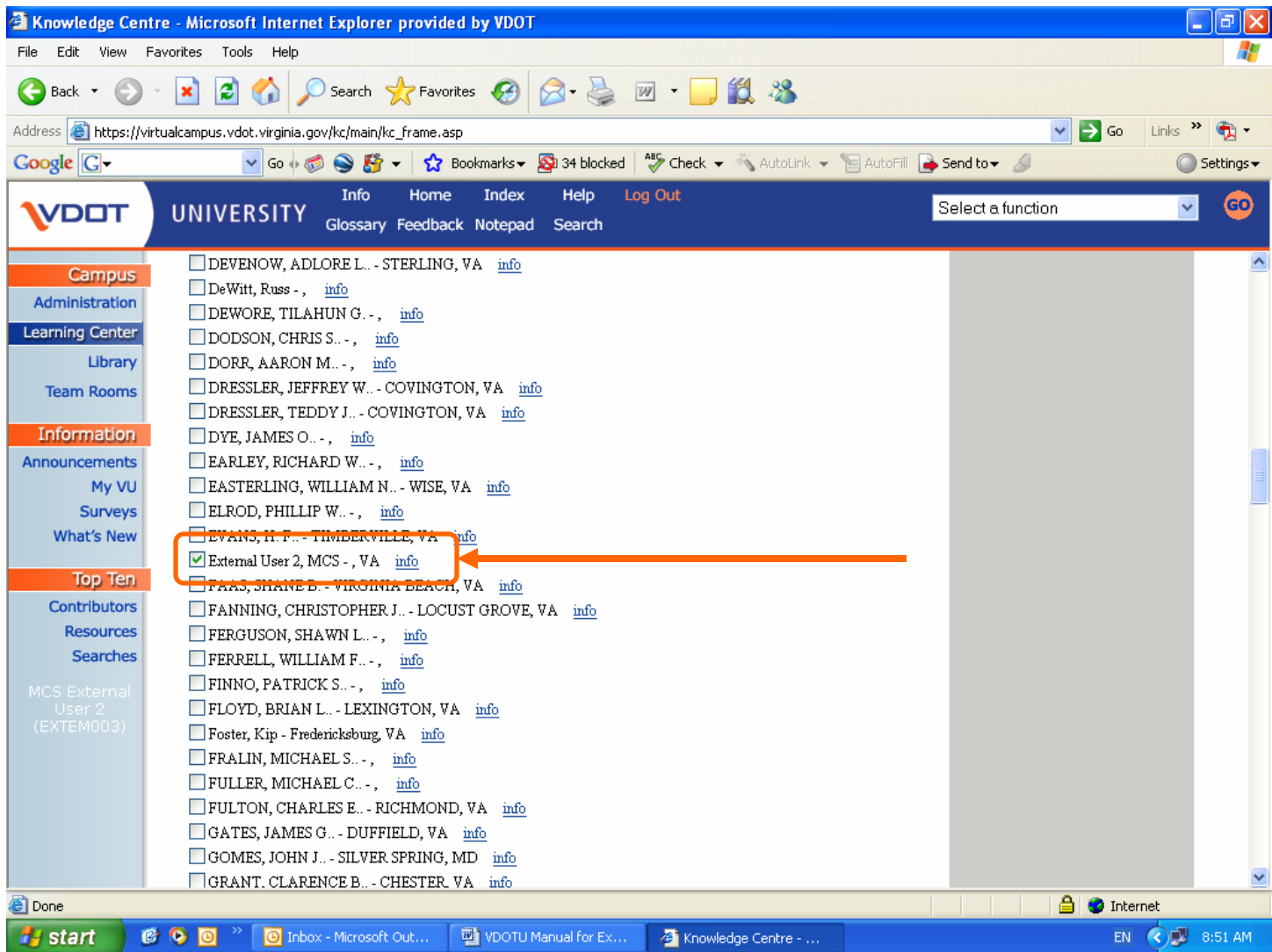
25. Organizational Managers may choose any or all of the employees in your organization to enroll in the section by checking the box/boxes beside the name/names and then hit the *Enroll* button at the bottom of the list of employees.

26. Now look at the gray column to the right. This area shows all of the students you have enrolled in this section as well as a current balance on your *Shopping Cart*. Hit the *View Cart* button to see details of your *Shopping Cart*..
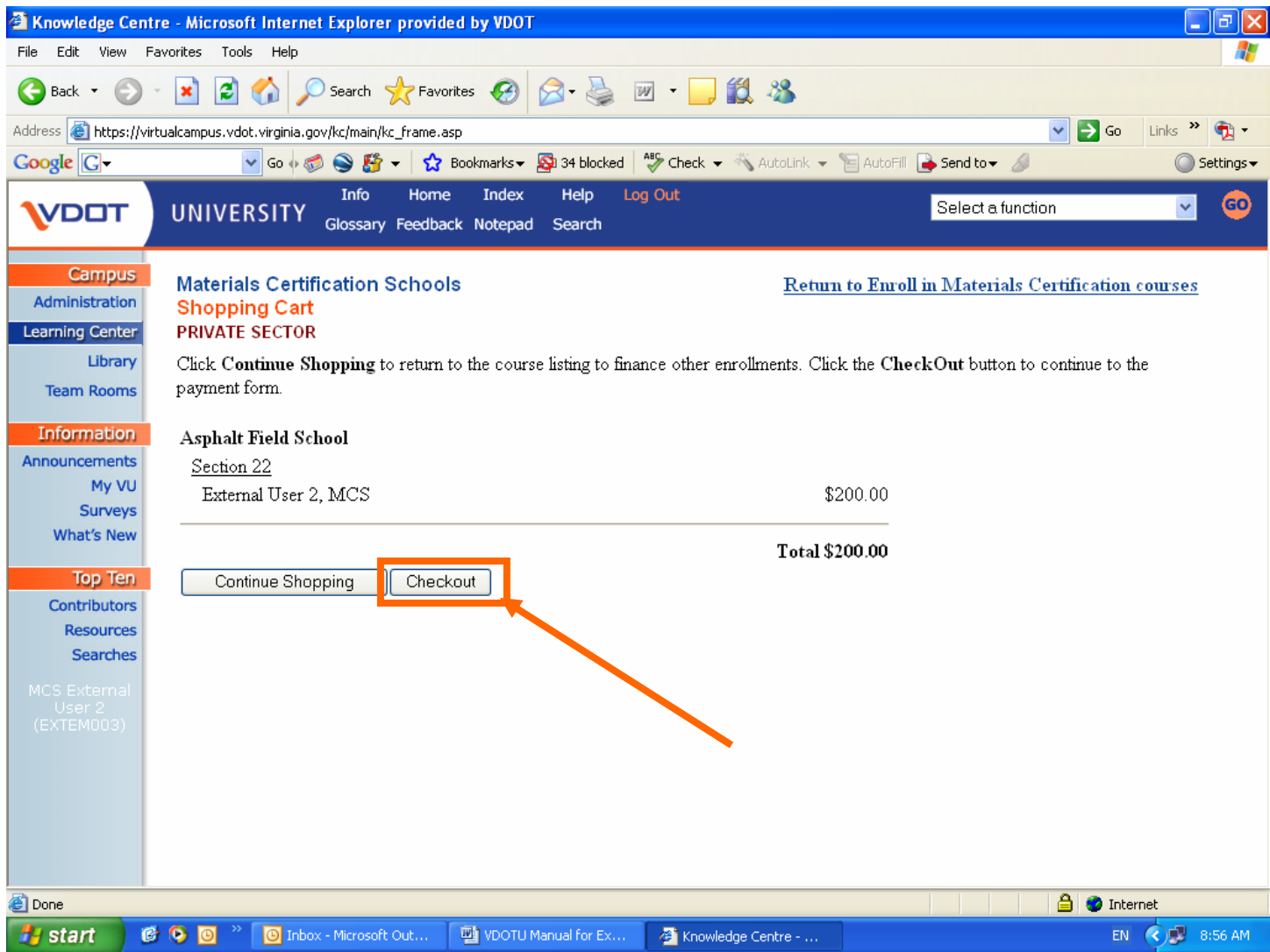
27. Your *Shopping Cart* screen shows the student you just enrolled in Section 22. Selecting the *Continue Shopping* button will take you back to the *Enroll in Materials Certification* screen and you may continue to enroll people in other sections or other schools. Choosing the *Checkout* button will take you to the payment section. Let's check out.

28. This screen shows a summary of your Shopping Cart charges and asks you to select a payment type.

29. Selecting a credit card payment will show you this screen and ask you for your credit card information. PAYING BY CREDIT CARD GUARATEES A SPOT IN THE CLASS AS SOON AS YOU FINISH THE PAYMENT PROCESS.

29. Selecting to pay by check or money order will show you this screen and ask you for your billing information. PAYING BY CHECK OR MONEY ORDER DOES NOT GUARATEE A SPOT IN THE CLASS UNTIL THE PAYMENT IS RECEIVED. Once you enter your billing information and click *Submit*, a list of District addresses will come up. Send your payment to the District hosting the class you signed up for. Contact the District Materials Office for confirmation of enrollment.

This manual was developed by the Virginia Department Transportation's Materials Division as an aid in registering for the Materials Division's Certification School Program. If you encounter any difficulties or have questions please call your District Coordinator.

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